

CHAPTER 21  
LONG-TERM CARE COORDINATING UNIT CASE MANAGEMENT  
PROJECTS FOR THE FRAIL ELDERLY

**321—21.1(231) Long-term care coordinating unit (LTCCU) case management projects for the frail elderly (CMPFE).** CMPFE means a comprehensive system designated by the LTCCU in which each client is monitored by an individual case manager who assists clients to make appropriate use of the long-term care continuum ranging from care in the home to institutionalization. This system may include the following functions: screening; assessment; interdisciplinary case conferences; a written plan of care; information about, referral to, or provision of services; case monitoring; ongoing follow-up and reassessment to ensure proper placement within services; evaluation of outcomes of services; and exit planning.

**321—21.2(231) Description.** Area agencies on aging (AAAs) are eligible to make application to the department through three distinct processes for designation as a CMPFE, with or without funding:

1. A new project or expansion county with funding request;
2. The continuation of project funding and designation; or
3. An expansion county without funding request.

**21.2(1)** The designation and the funding are awarded based on criteria established and published annually by the department as part of the application materials.

**21.2(2)** Application forms and instructions for each process shall be issued by the department as noted in rule 21.4(231).

**21.2(3)** A contract shall be executed between the department and the successful applicant.

**321—21.3(231) Eligibility.** AAAs are eligible to apply for designation as a new CMPFE for one or more county(ies) within the AAA's boundaries, with funding; or apply to expand an existing CMPFE into one or more county(ies) within the AAA's boundaries, with or without funding.

**321—21.4(231) Application process.**

**21.4(1)** Application process for designation as a new CMPFE or expansion county(ies) with funding.

*a.* The department will release to the AAAs a request for proposals approved by the LTCCU detailing the application process by July 1 of any fiscal year in which funding is available for new projects or expansion county(ies).

*b.* AAAs wanting to initiate a CMPFE or expand their current CMPFE service area beyond that designated in the current contract shall make application to the department as specified by the request for proposals.

*c.* Applications shall be reviewed by the department and LTCCU staff and approved by the commission based on completeness and criteria established and published annually by the department in the application materials.

*d.* The executive director of the department shall sign a contract with the AAA receiving approval as a CMPFE.

*e.* New project or expansion designation and funding shall cover case management activities only in the county(ies) named in the initial contract and technical assistance to other county(ies) with the AAA boundaries.

**21.4(2)** Application process for designation as an expansion county without funding.

*a.* The department will provide to the AAA on request an expansion application packet detailing criteria and the application process for designation.

*b.* Applications for designation shall be reviewed and rated by the department based on completeness and criteria established and published by the department.

*c.* Recommended applications shall be submitted to the commission for approval of designation.

*d.* The initial contract shall be amended to include any approved expansion in a designated CMPFE service area.

*e.* A designated expansion county without funding may become an expansion county with funding through application as outlined in subrule 21.4(1).

**21.4(3)** Application process for continuation of designation and funding as a CMPFE.

*a.* Continuation of designation and funding shall be based on compliance with criteria contained in the contractual agreement.

*b.* Designation shall be renewed on an annual basis unless 90-day written notice is given by either party.

*c.* The executive director shall provide AAAs requesting continuation of funding with an application packet and instructions as part of the multiyear area plan and process issued by the department.

*d.* Continuation of previously funded projects is a priority.

**321—21.5(231) AAA reporting.** Fiscal and performance reports shall be submitted to the department by AAAs in compliance with the general and specific conditions of the contract with the Iowa department of elder affairs.

These rules are intended to implement Iowa Code chapter 231.

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